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5 October 1954

PHYSICAL SECURITY BRANCH

Statistical Report

September 1954

I. Security briefings held during the month of September under the auspices of the Chief, Security Division:

	<u>Classes Held</u>	<u>Attendance</u>
Basic (New Personnel)	4	125
Special	<u>0</u>	<u>0</u>
Total	4	125

II. Classified waste collected daily from all CIA Buildings and destroyed by burning:

Total for Month - 103,000 pounds

III. Safe combinations and repair operation:

<u>Combinations Changed</u>	<u>Secondary Repairs Made</u>	<u>Major Repairs Arranged For</u>
803	357	60

IV. Security identification processing of personnel:

Identification Processing
(Fingerprinting, Photo-
graphing, Secrecy Agree-
ment, Reading of Security
Regulations, Scheduling
for Security Indoctrina-
tion, etc.)

<u>Regular Badges Made and Issued</u>	<u>Limited and Special Passes Made and Issued</u>	<u>Regular Badges Destroyed</u>	<u>Limited and Special Passes Destroyed</u>
157	303	292	161
			30

Fingerprints Taken In
Addition to Those In-
cluded in Regular
Indoctrination

Badges Turned
In For Safekeeping
While On Leave, TDY

Reissuance of
Badges Turned
In For Safekeeping
While On Leave, TDY

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V. Night Security inspections of the various CIA organizational units made by representatives of this Branch:

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Number of Buildings</u>
Director's Office)		
DD/CIA		
DD/Plans	26	
DD/Intelligence	Daily	1
DD/Administration)	Staff	
Inspector General)	Duty	
	Checks	
ONE	1	1
OSI	0	1
ORR	8	6
OCI	0	1
OCD	6	8
O-O	6	4
DD/P	13	6
Communications	4	5
Training	6	7
Personnel	4	2
SO	2	2
DD/A-Subordinate Offices		
Comptroller's Office	3	4
General Counsel	2	2
Medical Office	3	2
Logistics Office	5	7
Audit Office	1	1
GPO	0	3
Total	90	

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VI. Security violations involving unlocked safes and exposed classified material detected as a result of inspections conducted during non-working hours by representatives of the Branch and by the guards:

<u>OFFICE</u>	<u>EXPOSED CLASSIFIED MATERIAL</u>		<u>OPEN SAFES</u>	<u>TOTAL VIOLATIONS</u>	<u>NUMBER OF SAFES & VAULTS</u>
	<u>Top Secret</u>	<u>Secret and Conf.</u>			
Director's Office	0	0	0	0)	
DD/CIA	0	0	0	0)	
DD/Plans	0	0	0	0)	
DD/Intelligence	0	0	0	0)	73
DD/Administration	0	0	0	0)	
Inspector General	0	0	1	1)	
ONE	1	0	0	1	53
OSI	0	0	0	0	266
ORR	0	0	2	2	782
OGI	1	0	0	1	386
OGD	0	3	0	3	703
O-O	0	1	2	3	304
DD/P	1	11*	17	29	2441
Communications	0	0	0	0	282
Training	0	2	0	2	253
Security Office	0	0	0	0	259
Personnel	0	0	0	0	232
DD/A-Subordinate Offices					
Comptroller	0	0	0	0	462
General Counsel	0	0	0	0	17
Medical Office	0	0	0	0	34
Logistics Office	0	2	2	4	566
Audit Office	0	0	0	0	10
GPO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
Total	3	19	24	46	7123

* Includes one Lost Classified Material Violation

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VII. Visitors processed by the receptionists in the various CIA buildings:

<u>BUILDINGS</u>	<u>PURPOSE OF VISITS</u>				<u>TOTALS</u>
	<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees Forgotten Badges</u>	<u>Deliveries and Repairs</u>	
25X1A6a	20		4	18	42
	149	301	7	8	465
	158		1	18	177
	346	7	14	17	384
	87		3		90
	413	14	50	36	513
	231		59	60	350
	583		58	34	675
	1078	196	34	189	1497
	200		35	22	257
	225		33	49	307
	323		18	51	392
	972	570	31	81	1654
	25	163	1	3	192
	244	26	17	55	342
	39		27		66
	429		25	157	611
	<u>11</u>	<u> </u>	<u>1</u>	<u>2</u>	<u>14</u>
TOTALS	5533	1277	418	800	8028

In addition to the above, 559 applicants for employment were admitted to the Personnel Office interview room in [REDACTED] adjoining the Reception Room. These persons were logged by the Receptionist but visitor passes were not issued to them as they did not enter the building proper.

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VIII. Credential Record:

Contact Issued.....	3
Contact Destroyed.....	5
Temporary Contact Issued.....	13
Temporary Contact Destroyed.....	3
Firearms Issued.....	1
Firearms Destroyed.....	1
Firearms Retained.....	2

IX. In addition to the above, numerous conferences, inspections and surveys were conducted covering a variety of physical security problems. Following are listed some of the major accomplishments:

a. Conferences held with Office Security Officers	20
b. Special security investigations concerning lost classified material, unshredded classified waste, improper transmission, etc.	26
c. Safety meetings and conferences attended	8
d. Special safety inspections completed	12
e. Computations and advise regarding the correct method of placing heavy materials within the Agency	16
f. Major building and area security surveys conducted:	
Headquarters Area	25
Out of Town	0
g. Building security conferences held	22
h. Special instructions given to Night Security Officers	22
i. Special Guard instructions issued in writing	3
j. Special instructions given to receptionists	1
k. Entries made in Limited Pass Control Book by NSO's	1,496
l. Fingerprint cards forwarded to FBI for processing	148
m. Security matters resolved by NSO's during non-working hours	578
n. Photographs pulled and supplied to various organizational units by the badge office and the NSO's	578
o. Conferences held on locks, safes and similar equipment	4
p. Technical security equipment briefings	5
q. Technical security inspections conducted:	
Headquarters area	0
Out of town	1
r. Armed support furnished:	
Headquarters area	6
Out of town	1

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Distribution

Orig - Mr. [REDACTED]

1 - A&TS

1 - Mr. [REDACTED]

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